

Instructions for completing“Trial Court Business Contingency Data Sheet”

Court Locations Section

Provide the name of the court facility, including address, phone and fax numbers. If court offices/divisions are located in multiple facilities, list each location. Give cross streets for each location.

Chief Judge Section

Provide the Chief Judge's name, home address, home phone number and alternate phone numbers (cell phone, pager, etc.) Also provide the same information for an Alternate Judicial Contact. For both the Chief Judge and the Alternate Judicial Contact, provide the address (include cross streets), plus phone/fax numbers, of the law enforcement agency closest to each person's home. **NOTE: This information will be kept confidential. Only authorized Supreme Court personnel will have access to this information.**

Key Contacts Section

Provide the Court Administrator's name, home address, home phone number and alternate phone numbers (cell phone, pager, etc.) Provide the same information for the court's Emergency Services Coordinator. For both the Court Administrator and the Emergency Services Coordinator, provide the address (include cross streets), plus phone/fax numbers, of the law enforcement agency closest to each person's home. **NOTE: This information will be kept confidential. Only authorized Supreme Court personnel will have access to this information.**

Alternate Court Site(s) Section

Provide the name and address of an alternate site where your court will set up operations if evacuated from the court's normal location. Provide directions to the alternate site, as well as any contact information (phone, fax, etc.) for the site.

Court Staff Emergency Notification Section

Briefly describe how you and your staff will contact each other if court operations are disrupted. Notice measures can include a “phone tree,” having a designated place and time to meet, and making announcements through a local radio station.

Police Agency Contact

Designate a local law enforcement agency that the Chief Judge will notify of his/her location in case of emergency, especially if telephone services has been disrupted. Provide the name, address (include cross streets) and phone/fax numbers for the agency.

Emergency Plan

If you have an emergency plan or a draft plan, please attach it to this Data Sheet.

Trial Court Business Contingency Data Sheet

COURT: _____

Court Location(s)	Court Facility: _____ Address: _____ Telephone #: _____ Fax#: _____ Court Facility: _____ Address: _____ Telephone #: _____ Fax#: _____		
Chief Judge	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Name: Address: Phone# Alternate Phone# Nearest law enforcement office to Chief Judge's home: Nearest law enforcement office to Alternate Judicial Contact's home: </td> <td style="width: 50%; vertical-align: top;"> Alternate Judicial Contact: Address: Phone#: Alternate Phone#: </td> </tr> </table>	Name: Address: Phone# Alternate Phone# Nearest law enforcement office to Chief Judge's home: Nearest law enforcement office to Alternate Judicial Contact's home:	Alternate Judicial Contact: Address: Phone#: Alternate Phone#:
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Key Contacts	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Court Administrator</u> Name: Address: Phone#: Alternate Phone# : Nearest law enforcement office to Court Administrator's home: Nearest law enforcement office to Emergency Services Coordinator's home: </td> <td style="width: 50%; vertical-align: top;"> <u>Emergency Services Coordinator</u> Name: Address: Phone #: Alternate Phone #: </td> </tr> </table>	<u>Court Administrator</u> Name: Address: Phone#: Alternate Phone# : Nearest law enforcement office to Court Administrator's home: Nearest law enforcement office to Emergency Services Coordinator's home:	<u>Emergency Services Coordinator</u> Name: Address: Phone #: Alternate Phone #:
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Alternate Court Site(s)	Facility: Address: Phone#/Fax#: Directions: _____ _____		
Court Staff Emergency Notification	Arrangements:		
Police Agency to Notify of Chief Judge's Location	Agency Name: Address: Phone #: Fax #:		